



## MEMORANDUM

**TO:** Superintendents

**FROM:** Dré Knox, Latch Key Program Contact

**DATE:** August 20, 2010

**SUBJECT:** Latch Key/ School Age Child Care Programs (**REMINDER**)

This notice is being sent to all superintendents as reminder of the 1991 legislation, IC 20-26-5-2, requiring each school corporation in Indiana to offer “latch-key” or a school-age child care program. This program must be made available to all students, Grades K-6, and must operate, at a minimum, after the school day. A school corporation may contract with a non-for-profit or for-profit organization to conduct its programs; however, the legislation requires that such programs utilize school facilities.

Schools may seek a waiver from the child care program requirement if compliance would result in “undue financial hardship.” To be eligible for such a waiver, the school corporation must demonstrate that it has made a good-faith effort to implement a program and that, after sufficient notification, there was too little interest in such a program for implementation to be economically feasible. Please note that school corporations that received waivers for the 2009-2010 school year will need to submit a new waiver request for 2010-2011.

As part of a waiver request, school corporations must present a detailed financial analysis including the projected costs, attendance, and income expected from the implementation of such a program. A waiver form is included with this notice. Each waiver request will be considered immediately upon receipt. All waiver requests must be submitted by September 30, 2010. If your school corporation has a childcare provider in place, please complete provider form attached.

Please note that for those school corporations that have “latch-key” programs operated by a not-for-profit or for-profit organizations, IC-20-26-5-3, as added by P.L. 1-2005, Sec. 10, now requires that the awarding of such contracts be subject to the competitive bidding process under I.C. 5-22-9.

For further information, please contact me at (317)-232-9164 or by email at [dknox@doe.in.gov](mailto:dknox@doe.in.gov).